



May 29, 2013

American Consulate General  
5/1 Ho Chi Minh Sarani  
Kolkata- 700071  
Phone No. 91-33-3984-2400

**Solicitation Number SIN30012Q0019 –Supply & Installation of Modular Furniture**

Dear Prospective Quoter:

You are invited to submit your lowest prices for below mentioned services as per the attached statement of work, no later than **1500 hours on Thursday, June 13, 2013**. The offeror must write their name, address and contact phone numbers on the envelope and submit the bid in sealed envelope addressed to:

**Contracting Officer  
American Center  
38A, Jawaharlal Nehru Road  
Kolkata-700071**

Or mail it to [Chakrabortysx2@State.gov](mailto:Chakrabortysx2@State.gov) with cc to Contracting Officer's e-mail ID [HetrickMR@state.gov](mailto:HetrickMR@state.gov)

All technical clarification queries should be directed to the Contracting Officer through e-mail. Answers to all questions will be sent to all prospective bidders via e-mail.

**Supply / Service Descriptions:**

**Supply and installation of modular workstation and furniture as per attached Statement of Work (SOW) and drawings.**

**Site visit:** Tuesday, June 4<sup>th</sup> 2013 at 11:00 am at 5/1 Ho Chi Minh Sarani.

**VAT/Service tax:** The US Consulate General is exempt from payment of Service Tax per Ministry of External Affairs Notification No. D-II/451 (2)/77/2006(i) dated June 1, 2007 and Ministry of Finance, CBEC Notification No.33/2007- Service Tax dated May 23, 2007 and from VAT vide Notification No. 6/2002 - Central Excise, date 01<sup>st</sup> March 2002. The Consulate will submit an undertaking, in original and bearing a running serial number and date, stating that the service rendered and/or the product purchased is for official use of the Mission along with a copy of this Certificate to the vendor/service provider for availing the exemption.

The purchase shall be bound by the FAR & DOSAR clauses enclosed as Annexure-B. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses: <http://acquisition.gov/far/index.html>. <http://farsite.hill.af.mil/search.htm>.

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>.

In case there are contradictory statement in the SOW and the General Conditions, the specifications of the SOW shall prevail. The Consulate reserves the right to reject any or all offers and to delete any portion or items of the solicitation. Your offer should be valid for at least 90 days from the submission date. Once the Purchase Order is awarded the prices shall hold good till the order is 100% fulfilled. Award will be made to the **"technically acceptable lowest offer"**. The U.S. Govt. reserves the right to reject any offer which is very low or high.

Sincerely,

**Daley C. O'Neil  
Contracting Officer**